



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 78--RM--1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date May 22, 1978	1. Agency Address Ga. Department of Human Resources / Office of District Programs / Quality Control/Monitoring Unit / 618 Ponce de Leon, Ave., N.E., Atlanta, Ga. 30306	Application Number 78-128	
Application Number DHR- 78-19		Date Received JUN 7 1978	Date Completed JUN 22 1978
2. Person to Contact Valerie Barnes		Working Title Clerk Typist	Telephone Number 894-5014
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1974 to present		5. Records Series Title (followed by title used in office, if different) Title XX Quality Control/Monitoring Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of District Programs supervises the Special Councils on Aging, Maternal and Infant Health, Family Planning, Developmental Disabilities, Appalachian Health and Child Development, State Office of Economic Opportunity, Volunteer Services, and Contract Services. Title XX Quality Control/Monitoring Unit is responsible for conducting a program of monitoring and evaluating the service programs provided by the County Departments of Family and Children Services; for development of program guidelines to be used in implementing programs; and for reviewing policies and recommending policy changes as needed for improvement of service delivery.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: monitoring and evaluating the service programs provided by the County Departments of Family and Children Services to assure that Federal requirements are met. Included are: letters to service facility to notify date of visit in order to assess compliance of the program with Federal Title XX Regulations; listing of Title XX recipients which have been selected for a review of Title XX compliance issues; Compilation of Title XX Quality Control Review Findings which shows agency or program name, date reviewed, total caseload for date, number sampled and reviewed for compliance and for service delivery reporting, number of workers providing services during particular quarter, specific information which is checked by the reviewer, and additional comments about the review of a specific program. Also included is a computer summary report giving information furnished by each service facility concerning each client served during a given period. File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>15-20</u> ; Seven to twelve months old <u>10-12</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>20-25</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. client names
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? partial files in Contract Services and/or DHR Divisions
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	3 years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) ¹ _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold ² _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	5/19/78	Elizabeth W. Crank C.R.M.	5/19/78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	6-22-78
		Secretary of State/Designee	6-19-78
		Attorney General/Designee	6-21-78